

BYLAWS
of the
USDA - NATURAL RESOURCES CONSERVATION SERVICE
SOUTH DAKOTA FEDERAL WOMEN'S PROGRAM ADVISORY
COMMITTEE

PREAMBLE

The South Dakota Federal Women's Program Advisory Committee (FWPAC) (hereafter referred to as the Committee) is responsible to the South Dakota Deputy Equal Employment Opportunity Officer (DEEOO). The Committee serves the following functions:

- Serves as an advisory body to the Civil Rights Committee and South Dakota State Conservationist, to promote and assist in meaningful and effective affirmative action consistent with the goals and objectives set forth by management.
- Provides feedback on the performance of the Federal Women's Program (FWP) a Special Emphasis Program (SEP) within the Equal Opportunity Program of the federal government, identifies areas of weakness, and makes recommendations for improvements.
- Identifies emerging areas needing special attention by the Natural Resources Conservation Service (NRCS) management in South Dakota.
- Makes recommendations to the State Conservationist regarding policies, practices, and procedures as they affect the Federal Women's Program (FWP) in NRCS in South Dakota.

ARTICLE I.

NAME

The official designation of this Committee shall be the Federal Women's Program Advisory Committee (FWPAC) of the USDA Natural Resources Conservation Service, South Dakota.

ARTICLE II.

PURPOSE

- Section 1. The purpose of this Committee shall be to assist the FWP Manager in the planning, development, and implementation of the FWP, especially annual plans of operation, and to serve as an advisor to the Deputy Equal Employment Opportunity Officer of NRCS in South Dakota. The State Conservationist is the Deputy Equal Employment Opportunity Officer.
- Section 2. Specific responsibilities of the Committee are listed under the Preamble.

ARTICLE III.

OBJECTIVES

- Section 1. Increase the total number of women employed in professional, administrative, and technical occupations.
- Section 2. Eliminate concentrations of women in single-interval occupational series to diversify and create advancement opportunities throughout all occupational levels and all disciplines.
- Section 3. Encourage the participation of women in all NRCS-sponsored programs and activities.
- Section 4. Eliminate barriers, customs, and attitudes that hinder employees from moving into certain occupations and high level positions.
- Section 5. Address current issues of importance to employees in today's changing world.
- Section 6. Promote employee's advancement potential by providing information on career planning, upward mobility, special training, continuing education opportunities, and balancing work and family.
- Section 7. Eliminate sexual harassment in the work environment.

ARTICLE IV.

MEMBERS

- Section 1. Any Natural Resources Conservation Service (NRCS) permanent employee is eligible for Committee membership. However, employees shall not serve on the Civil Rights Advisory Committee and the Federal Women's Program Advisory Committee simultaneously.

- Section 2. The membership of the Committee shall (to the extent practicable) consist of representatives of minority and non-minority groups, various grade levels, classification series, and geographical regions.
- Section 3. The FWP Manager shall serve as Chairman of the Committee.
- Section 4. The Committee will be comprised of:
- (a) One FWP Manager
 - (b) Eight (8) voting members, which will include a Vice-Chairman and a Secretary.
 - (c) One (1) Human Resources staff member as an advisor.

ARTICLE V.

TERMS OF APPOINTMENTS

- Section 1. The FWP Manager will make all appointments.
- (a) On an appropriate date prior to the end of each fiscal year, a State Bulletin will be sent soliciting volunteers to serve on the Committee.
 - (b) The Committee may make additional recommendations for consideration.
 - (c) The FWP Manager will annually consult with the DEEOO on employees willing to fill vacancies on the Committee.
 - (d) New members will start serving the first meeting after their appointment by the FWP Manager.
- Section 2. *Terms*
- (a) Each voting member shall serve a 3 year term. Beginning and ending dates of appointment shall correspond with the fiscal year.
 - (b) The voting members' terms shall serve overlapping terms by providing for the appointment of two or three new members each year to fill vacancies. The term for the advisory member will be at the discretion of the State Conservationist.
 - (c) A voting member may resign by written notice to the FWP Manager and DEEOO. Replacement for the resigned or any other replacement to the committee will be named by the DEEOO upon receiving recommendations from the FWP Manager and Committee. The replacement to the Committee would fulfill the remaining portion of the term.

- (d) The three year term can be adjusted at the discretion of the DEEOO.

ARTICLE VI.

OFFICERS

Section 1. The officers of the committee shall be chairman, vice-chairman, and secretary. Their duties shall be:

- (a) CHAIRMAN - shall call to order and preside over the meetings of the Committee; rule on points of order; appoint and remove members of all subcommittees (with the advice and consent of the Committee), and act as an ex-officio member of all subcommittees.
- (b) VICE-CHAIRMAN - shall act as deputy to the Chairman at the latter's discretion and shall perform such duties of the Chairman as the latter shall designate. In the event of the absence of the Chairman, the Vice-Chairman shall perform the duties of the Chairman, as needed.
- (c) SECRETARY - shall be responsible for recording all proceedings of the Committee, including general meetings; special meetings; distributing minutes; and maintaining all permanent records of the Committee.

Section 2. The Chairman shall be the Federal Women's Program Manager, appointed by the DEEOO. Recommendations for the Federal Women's Program Manager shall be made according to USDA-NRCS South Dakota Civil Rights Advisory Committee Bylaws.

Section 3. The Vice-Chairman and Secretary shall be elected annually at the first meeting of the new fiscal year. They shall be elected by a simple majority vote.

Section 4. The term of office for the Vice-Chairman and Secretary shall be one (1) year, and officers are eligible for re-election. No member may hold more than one office at a time.

Section 5. If the office of the Chairman is vacated, the Vice-Chairman shall preside over the meetings until a new Chairman is appointed by the DEEOO.

Section 6. If the office of the Vice-Chairman or Secretary is vacated, it shall be filled by election with a simple majority vote. Vacated offices shall be filled at the next regular meeting of the Committee.

ARTICLE VII.

MEETINGS

Section 1. The Chairman shall determine the time and place of the meetings.

Section 2. *Regular Meetings.*

- (a) The regular meetings of the Committee shall be held the first Wednesday of the first full week of the second month of each quarter of the fiscal year. Meetings may be rescheduled in consultation with the DEEOO and Committee.

Section 3. *Special Meetings.*

- (a) Special meetings may be called by the FWP Manager in consultation with the DEEOO and Committee.

Section 4. Quorum (minimum of six (6) people) for the meeting will consist of a simple majority of all Committee members.

Section 5. Minutes of the meetings will be sent to all employees via e-mail.

ARTICLE VIII.

VOTING

Section 1. Each designated voting member of the Committee is entitled to one vote. The Chairman shall become a voting member to break a tie. The Vice-Chairman, if acting as Chairman, only votes as the Chairman.

Section 2. Decisions shall be reached by majority vote of the members at meetings in which a quorum is present.

Section 3. Voting by proxy or absentee voting shall not be permitted.

ARTICLE IX.

SUBCOMMITTEES

Subcommittee Chairperson. Subcommittees will be formed by volunteers from the Committee on an as needed basis. A chairperson will be appointed within each subcommittee by volunteering or consensus of the subcommittee.

ARTICLE X.

REMOVAL OF MEMBERS

Removal of a member from the Committee for cause shall be determined by the DEEOO.

ARTICLE XI.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules the Committee may adopt.

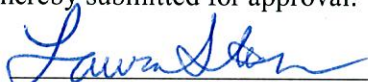
ARTICLE XII.

AMENDMENTS

- Section 1. Motions to amend these bylaws may be submitted by any voting member of the Committee to the Chairman.
- Section 2. Decisions to amend the bylaws shall be reached by majority vote of the members at the meeting in which a quorum is present.
- Section 3. All amendments to these bylaws are subject to the approval of the DEEOO.

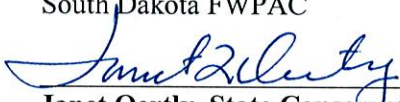
These bylaws are hereby submitted for approval:

Recommended:


Laura Stern, FWP Manager
South Dakota FWPAC

12/18/09
Date

Approved:


Janet Oertly, State Conservationist
Natural Resources Conservation Service

12/21/09
Date